EXHIBIT G

PUNCH COMMUNICATION LOG

Date _____

Enter the reason code (X) and the detail.

Missed Punch
(SU) System unavailable
(NS) Not scheduled – no override
(F) Forgot
(OS) Off–site – Transferring Product etc

Paid Time Off
(V) Vacation – **enter hours & date**
(B) Bereavement – **enter hours & date**
(J) Jury Duty – **enter hours & date**
(P) Personal Day – **enter date**
(S) Sick – where applicable

Transfer of Hours
(R) Reassign hours
Example: Regular to training

Store Number

DM Verification

Partner		Punches					Initials			
Name & Number	Date	Code/ Hours	In	Meal Out	Meal In	Out	Partner Initials &	Date	MGR Initials &	Date
Mary Mocha 9876544	9/3/18	F	7:00a	11:00a	11:30a	2:30p	MM	9/3/18	SM	9/3/18